**Chapter Two: Writing Style**

**Quiz**

**Short Answer Questions**

Give brief answers to the questions below. Try not to refer to the book when answering:

1. Why does ‘specialist’ style often use jargon or technical words?

2. What genres tend to carry an emotional tone?

3. Write a sentence with a periodic structure.

4. Briefly explain why you should generally favour verbs rather than nouns in business writing.

5. Give three words with more than one meaning, which could be confusing to readers.

**True/False Statements**

Decide if the following statements are true or false:

1. In business contexts, you must make your writing as concise as possible no matter what.

2. Sentences that focus on agent and action tend to be clearer and more succinct than sentences that do not.

3. Ambiguity is valued more in creative than in business writing.

4. In general, the passive voice is used more in scientific than in business writing.

5. Parallel structure indicates that the juxtaposed items belong to the same category or have equal value.